

## Embassy of India

### Abu Dhabi

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### Vacancy Notice

The Embassy of India, Abu Dhabi, invites applications from eligible candidates for the post of **Messenger**.

#### Minimum Requirements:

- **Educational Qualification:** School Certificate (completion of secondary education or higher).
- **Communication:** Applicants must possess good communication skills and working knowledge of English.
- **UAE resident:** Applicants must have Valid UAE residence Visa.
- **Health:** Good mental and physical health, supported by a valid medical fitness certificate at the time of joining.
- **Maximum Age Limit:** 35 years as of the application deadline.
- **Character:** No criminal record; police clearance certificate required at the time of joining.

#### Job Description

- Carry official files, letters, and documents between Embassy Wings/Sections.
- Deliver dak (inward and outward) as per instructions.
- Assist in routine office work as assigned by supervisory officers.
- Perform errands related to official duties
- Support office operations during meetings, inspections, or special assignments

#### Selection Process

1. Screening and Shortlisting of Candidates based on applications received.
2. Interview of Shortlisted candidates.
3. Final selection Based on performance in interview.

#### Salary & Terms

- Salary and other benefits as per the Embassy's local staff rules and prevailing regulations. **Starting Monthly Salary (Gross) is AED 4085/-.**
- Applicant would be eligible for Health Insurance as per local laws of Abu Dhabi Government.
- Appointment is initially on a probation of six months, extendable based on performance.
- Employment will be governed by rules and regulations issued by the Government of India and local UAE laws, as applicable.

## **Application Process**

Interested applicants must apply online and submit their applications on the link mentioned below along with his/her biodata (CV), recent color passport-size photograph, copies of educational certificates, proof of experience (if any), residency or work permit, and any other relevant documents.

**Link:** <https://forms.gle/4ak33CP8pK7Aky9B8>

**Last date for receipt of applications:** *22 February, 2026*

## **Important Notes**

- Incomplete applications or those without necessary enclosures will be outrightly rejected.
- Only shortlisted candidates will be contacted for interview.
- The Embassy reserves the right to reject applications or cancel the recruitment process at any stage without assigning any reasons
- Applications submitted by email or post **will not be accepted.**

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